

# PHA Plans for the Housing Authority of the City of Los Fresnos

5 Year Plan for Fiscal Years 2000 - 2004  
Annual Plan for Fiscal Year 2000

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH  
INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHA Name: Housing Authority of the City of Los Fresnos**

**PHA Number: TX206**

**PHA Fiscal Year Beginning: (mm/yyyy) 10/2000**

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:  
(select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)



**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**

[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: (state mission here)

*The Los Fresnos Housing Authority's mission is to serve the needs of low-income and extremely low-income families in the PHA's jurisdiction and to (1) increase the availability of decent, safe and affordable housing in its communities; (2) ensure equal opportunity in housing; (3) promote self-sufficiency and asset development of families and individuals; and (4) improve community quality of live and economic viability; and to enable improvements of the physical conditions of housing developments; to continually upgrade the management and operations of the public housing agency, while developing and enhancing a stronger, healthier and viable economic initiative-related to low-income housing assistance; and to include any other housing opportunities available to housing or assisted residents.*

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing  
Objectives:
- ☒ Apply for additional rental vouchers: **When NOFA's are published**
- ☐ Reduce public housing vacancies:

- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☒ Acquire or build units or developments, **if NOFA published, PHA will apply for funding to achieve this goal.**
- ☐ Other (list below)
  
- ☒ PHA Goal: Improve the quality of assisted housing  
Objectives:
  - ☒ Improve public housing management: (PHAS score)  
**Increase PHAS score by .5% annually**
  - ☒ Improve voucher management: (SEMAP score)  
**Increase SEMAP score by .5% annually**
  - ☒ Increase customer satisfaction: **On-going**
  - ☒ Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)  
**On-going training of staff and commissioners to increase knowledge of program rules and regulations.**  
**On-going training of Section 8 staff on Housing Choice Voucher Program regulations.**
  - ☐ Renovate or modernize public housing units:
  - ☐ Demolish or dispose of obsolete public housing:
  - ☐ Provide replacement public housing:
  - ☐ Provide replacement vouchers:
  - ☐ Other: (list below)
  
- ☒ PHA Goal: Increase assisted housing choices  
Objectives:
  - ☒ Provide voucher mobility counseling: **For each new program participant at briefing and for each current participant with unit transfer.**
  - ☒ Conduct outreach efforts to potential voucher landlords **On-going, as needed.**
  - ☒ Increase voucher payment standards, **as needed.**
  - ☐ Implement voucher homeownership program:
  - ☐ Implement public housing or other homeownership programs:
  - ☐ Implement public housing site-based waiting lists:
  - ☐ Convert public housing to vouchers:
  - ☐ Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- ☒ PHA Goal: Provide an improved living environment  
Objectives:

- ☒ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: **Through Tenant Selection process.**
- ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: **Through Tenant Selection process.**
- ☐ Implement public housing security improvements:
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals -**

- ☒ PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - ☐ Increase the number and percentage of employed persons in assisted families:
  - ☐ Provide or attract supportive services to improve assistance recipients' employability:
  - ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - ☒ Other: (list below) **PHA does not have adequate funding for this activity, but counsel's residents on money management, and other areas of particular interest. This is an on-going activity. PHA's goal is to help residents achieve their American Dream.**

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- ☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: **on-going**
  - ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: **on-going**
  - ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: **on-going**
  - ☐ Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**See attachment TX206d01.wpd**

# **Annual PHA Plan PHA Fiscal Year 2000**

[24 CFR Part 903.7]

## **i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

### **Streamlined Plan:**

- ☒ **High Performing PHA**  
☐ **Small Agency (<250 Public Housing Units)**  
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

## **ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Housing Authority of the City of Los Fresnos has prepared this Annual PHA Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The purpose of the Annual Plan is to provide a framework for local accountability and an easily identifiable source by which public housing residents, participants in the tenant-based assistance program and other members of the public may locate basic PHA policies, rules and requirements related to the operations, programs and services of the agency.

The Mission Statement and the Goals and Objectives were based on information contained in our jurisdiction's Consolidated Plan and will assure that our residents will receive the best customer service.

Excellent customer service and fulfillment of the Mission Statement and Goals and Objectives is ensured by implementation of a series of policies that are on display with this Plan. The Admissions and Occupancy Policy and Section 8 Administrative Plan are the two primary policies on display. These important documents cover the public housing tenant selection and assignment plan, outreach services, PHA's responsibility to Section 8 owners/landlords, grievance procedures, etc.

The most important challenges to be met by the Housing Authority of the City of Los Fresnos each during FY 2000 include:



- Preserve and improve the public housing stock through the Capital Funds activities.
- Involve the public housing residents and the Section 8 participants through the Annual Plan Resident Advisory Board.
- Train staff and commissioners to fully understand and take advantage of opportunities in the new law and regulations to better serve our residents and the community; and
- Identify, develop and leverage services to enable low-income families to become self-sufficient.

In closing, this Annual PHA Plan exemplifies the commitment of the Housing Authority of the City of Los Fresnos to meet the housing needs of the full range of low-income residents. The Housing Authority of the City of Los Fresnos, in partnership with agencies from all levels of government, the business community, non-profit community groups, and residents will use this plan as a road map to reach the “higher quality of life” destination for the City of Los Fresnos and the County of Cameron.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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### Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

#### Required Attachments:

- ☒ Admissions Policy for Deconcentration **TX206ab01**
- ☒ FY 2000 Capital Fund Program Annual Statement **TX206b01**
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- ☐ PHA Management Organizational Chart
- ☒ FY 2000 Capital Fund Program 5 Year Action Plan **TX206c01**
- ☐ Public Housing Drug Elimination Program (PHDEP) Plan
- ☐ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- ☒ Other (List below, providing each attachment name)  
PHA Goals and Objectives – **TX206d01**  
Substantial Deviation and Significant Amendment or Modification **TX206e01**

### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
<b>X</b>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<b>X</b>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
<b>X</b>	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
<b>X</b>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
<b>X</b>	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<b>X</b>	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<b>X</b>	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<b>X</b>	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<b>X</b>	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<b>X</b>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
<b>X</b>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
<b>X</b>	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
<b>N/A</b>	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
<b>N/A</b>	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
<b>N/A</b>	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
<b>N/A</b>	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
<b>N/A</b>	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
<b>N/A</b>	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
<b>N/A</b>	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
<b>N/A</b>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<b>N/A</b>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<b>N/A</b>	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
<b>X</b>	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
<b>N/A</b>	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
<b>N/A</b>	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	<b>8348</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>4</b>
Income >30% but <=50% of AMI	<b>4970</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>4</b>
Income >50% but <80% of AMI	<b>4308</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>4</b>
Elderly	<b>2701</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>4</b>
Families with Disabilities	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Caucasian	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
African/American	<b>57</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>4</b>
Hispanic	<b>9370</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>4</b>
Other	<b>12898</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>4</b>

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☐ Consolidated Plan of the Jurisdiction/s  
Indicate year:
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS")  
dataset
- ☐ American Housing Survey data  
Indicate year:
- ☐ Other housing market study  
Indicate year:
- ☐ Other sources: (list and indicate year of information)

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	26		2
Extremely low income <=30% AMI	26	100%	
Very low income (>30% but <=50% AMI)	0	0	
Low income (>50% but <80% AMI)	0	0	
Families with children	25	96%	
Elderly families	1	4%	
Families with Disabilities	0	0	
Caucasian	0	0	
African/American	1	4%	
American Indian Alaskan Native	0	0	
Asian Pacific Islander	0	0	
Hispanic	25	96%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	0	0	0

Housing Needs of Families on the Waiting List			
2 BR	17	65%	0
3 BR	8	31%	2
4 BR	1	4%	0
5 BR	0	0	0
5+ BR	0	0	0
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <b>PHA to supply this information</b> <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	53		15
Extremely low income <=30% AMI	19	35.85%	
Very low income (>30% but <=50% AMI)	25	47.17%	
Low income (>50% but <80% AMI)	5	9.43%	
Families with children	34	64.15%	
Elderly families	4	7.55%	
Families with Disabilities	2	3.77%	
Caucasian	0	0	
African/American	1	1.89%	
American Indian Alaskan Native	0	0	



Housing Needs of Families on the Waiting List			
Asian Pacific Islander	0	0	
American	1	1.89%	
Hispanic	51	96.23%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A	N/A	N/A
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☐ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☒ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☐ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

## 2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund (based on 1999 funding)	24,860.00	
b) Public Housing Capital Fund (92% of 1999 CIAP)	81,185.00	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	313,169.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>Sub-total</b>	<b>419,214.00</b>	
<b>3. Public Housing Dwelling Rental Income</b>	46,750.00	Public housing operations
<b>4. Other income (list below)</b>	2,080.00	Public housing operations
<b>4. Non-federal sources (list below)</b>		
<b>Sub-total</b>	48,830.00	
<b>Total resources</b>	<b>468,044.00</b>	



### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☒ Other: (describe) **When unit is available.**

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☒ Other (describe) **Drug Treatment Center Check, Sex Offender Registry Check, Social Security Number Check, Citizenship/Legal Non-Citizen Status Check**

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

##### **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office

- ☐ PHA development site management office  
☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

***The PHA does not operate site-based waiting lists***

1. How many site-based waiting lists will the PHA operate in the coming year? **0**

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)? **n/a**  
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously **n/a**  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)? **n/a**

- ☐ PHA main administrative office  
☐ All PHA development management offices  
☐ Management offices at developments with site-based waiting lists  
☐ At the development to which they would like to apply  
☐ Other (list below)

**(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One  
☒ Two  
☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA: **n/a**



#### **(4) Admissions Preferences**

a. Income targeting:

- ☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☐ Emergencies  
☒ Overhoused  
☐ Underhoused  
☐ Medical justification  
☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)  
☐ Resident choice: (state circumstances below)  
☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
☐ Victims of domestic violence  
☒ Substandard housing  
☐ Homelessness  
☒ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability  
☒ Veterans and veterans' families  
☒ Residents who live and/or work in the jurisdiction  
☒ Those enrolled currently in educational, training, or upward mobility programs  
☒ Households that contribute to meeting income goals (broad range of incomes)  
☒ Households that contribute to meeting income requirements (targeting)

- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

## 2 Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness
- 1 High rent burden

Other preferences (select all that apply)

- ☒ 1 Working families and those unable to work because of age or disability
- ☒ 1 Veterans and veterans' families
- ☒ 1 Residents who live and/or work in the jurisdiction
- ☒ 1 Those enrolled currently in educational, training, or upward mobility programs
- ☒ 1 Households that contribute to meeting income goals (broad range of incomes)
- ☒ 1 Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

## **(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy

- ☒ PHA briefing seminars or written materials  
☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☒ At an annual reexamination and lease renewal  
☒ Any time family composition changes  
☐ At family request for revision  
☒ Other (list) **Within 30 days of change**

**(6) Deconcentration and Income Mixing**

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply) **n/a**

☐ Adoption of site-based waiting lists  
If selected, list targeted developments below:

☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)  
**n/a**

- ☐ Additional affirmative marketing  
☐ Actions to improve the marketability of certain developments

- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☒ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☒ Criminal or drug-related activity
- ☒ Other (describe below) **Current and former landlord name and address.**

## **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☒ None  
☐ Federal public housing  
☐ Federal moderate rehabilitation  
☐ Federal project-based certificate program  
☐ Other federal or local program (list below)

- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office  
☐ Other (list below)

## **(3) Search Time**

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below: **Given across the board since units are very limited in this area.**

## **(4) Admissions Preferences**

- a. Income targeting

- ☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences **n/a**

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply) **n/a**

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

**1** Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply) **n/a**

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)

- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one) **n/a**

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
- ☒ Briefing sessions and written materials
- ☐ Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☒ Through published notices
- ☐ Other (list below)

## **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

#### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☒ \$26-\$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below: **Due to illness or reviewed on a case by case basis.**

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?



2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) **n/a**

- ☐ For the earned income of a previously unemployed household member
- ☒ For increases in earned income
- ☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

- ☐ Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:

- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply) **n/a**

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply) **n/a**

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents

- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- ☒ Other (list below) **When the families income is decreased.**

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☒ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☒ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☒ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply) **n/a**

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☐ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)



## **5. Operations and Management - not required**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

☐

An organization chart showing the PHA's management structure and organization is attached.

☐

A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
  
- (2) Section 8 Management: (list below)

## **6. PHA Grievance Procedures – not required**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6.  
Section 8-Only PHAs are exempt from sub-component 6A.

### **A. Public Housing**

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☐ PHA main administrative office  
☐ PHA development management offices  
☐ Other (list below)

### **B. Section 8 Tenant-Based Assistance**

1. ☐ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☐ PHA main administrative office  
☐ Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

#### **(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **TX206b01**

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

#### **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) **TX206c01**

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)



## B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: **n/a**

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

☐

Revitalization Plan under development

☐

Revitalization Plan submitted, pending approval

☐

Revitalization Plan approved

☐

Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

## **9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?

6. Number of units affected:  
 7. Coverage of action (select one)  
☐ Part of the development  
☐ Total development

## **Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

## **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)

5. Number of units affected:  
6. Coverage of action: (select one)  
☐ Part of the development  
☐ Total development

## B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

### 2. Program Description:

#### a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants  
☐ 26 - 50 participants  
☐ 51 to 100 participants  
☐ more than 100 participants

#### b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?  
If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs – not required**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

#### **1. Cooperative agreements:**

- ☐ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

#### **2. Other coordination efforts between the PHA and TANF agency (select all that apply)**

- ☐ Client referrals
- ☐ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

##### **a. Self-Sufficiency Policies**

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas?

(select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)



b. Economic and Social self-sufficiency programs

- ☐ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☐ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☐ Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
--

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☒ Other (describe below)
  - **The PHA needs to have a cooperative system for tracking and reporting crime to local police and by development.**
  - **The PHA needs to develop screening procedures that result in denying admission to applicants to meet the One-Strike criteria.**
  - **The PHA has no HUD funded drug prevention and crime reduction programs.**

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☐ PHA employee reports
- ☒ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

**At the moment the PHA does not have a problem, but they would like to initiate activities before a problem begins. There are several dropouts on site, but the PHA offers GED classes at the development.**

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☒ Volunteer Resident Patrol/Block Watchers Program
- ☒ Other (describe below)
  - **Educational/training programs**

2. Which developments are most affected? (list below)

**At the moment the PHA does not have a problem, but they would like to initiate activities before a problem begins. There are several dropouts on site, but the PHA offers GED classes at the development.**

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply) **n/a**

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☐ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

**At the moment the PHA does not have a problem, but they would like to initiate activities before a problem begins. There are several dropouts on site, but the PHA offers GED classes at the development.**

#### **D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☐ Yes ☒ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☐ Yes ☒ No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

### **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

### **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

### **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_
5. ☐ Yes ☒ No: Have responses to any unresolved findings been submitted to HUD?  
**n/a**  
If not, when are they due (state below)?

### **17. PHA Asset Management – not required**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☐ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☐ Comprehensive stock assessment
- ☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☐ Attached at Attachment (File name)
- ☒ Provided below: **Residents approved of the PHA Plan.**
3. In what manner did the PHA address those comments? (select all that apply)
- ☒ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- ☐ Other: (list below)

### **B. Description of Election process for Residents on the PHA Board**

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply) **n/a**

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)

b. Eligible candidates: (select one) **n/a**

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply) **n/a**

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here) **State of Texas**
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- Reduce vacancies in Public Housing
- Expand the Voucher Program
- Modernize units

☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

- To preserve and rehabilitate the City's existing housing stock primarily for extremely low, very low and low-income families (0-80 percent of median income);
- To expand economic opportunities in the community particularly for lower income residents;
- To continue to encourage and support non-profit organizations in seeking additional funding sources and assist them in obtaining such funding whenever possible.

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.



## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

## PHA Plan Table Library

### Component 7 Capital Fund Program Annual Statement Parts I, II, and II

#### Annual Statement

#### Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number      FFY of Grant Approval: (MM/YYYY)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

**Annual Statement**  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

**Optional Public Housing Asset Management Table**

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

**DECONCENTRATION AND INCOME TARGETING POLICY  
FOR  
THE HOUSING AUTHORITY OF THE  
CITY OF LOS FRESNOS, TEXAS**

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## DECONCENTRATION AND INCOME TARGETING POLICY

*(of the Public Housing Admissions and Occupancy Policy)*

Sub-Title A, Section 513 of the **Quality Housing and Work Responsibility Act of 1998 (QHWRA)**, establishes two interrelated requirements for implementation by Public Housing Authorities: (1) Economic Deconcentration of public housing developments and (2) Income Targeting to assure that families in the “extremely low” income category are proportionately represented in public housing and that pockets of poverty are reduced or eliminated. Under the deconcentration requirement, PHAs are to implement a program which provides that families with lowest incomes will be offered units in housing developments where family incomes are the highest and high-income families will be offered units in developments where family incomes are the lowest. In order to implement these new requirements the PHA must promote these provisions as policies and revise their Admission and Occupancy policies and procedures to comply.

Therefore, the Housing Authority of the City of Los Fresnos (PHA) hereby affirms its commitment to implementation of the two requirements by adopting the following policies:

A. Economic Deconcentration:

Admission and Occupancy policies are revised to include the PHA’s policy of promoting economic deconcentration of its housing developments by offering **low-income families, selected in accordance with applicable preferences and priorities, units in developments where family incomes are highest. Conversely, families with higher incomes will be offered units in developments with the lowest average family incomes.**

Implementation of this program will require the PHA to: (1) determine and compare the relative tenant incomes of each development and the incomes of families in the census tracts in which the developments are located, and (2) consider what policies, measures or incentives are necessary to bring high-income families into low-income developments (or into developments in low-income census tracts) and low-income families into high-income developments (or into developments in high-income census tracts).

In addition, an assessment of the average family income for each development is necessary. Families will be provided with an explanation of the policy during the application/screening process and/or the occupancy orientation sessions and given opportunities to discuss the options available to them. The families will also be informed that should they choose not to accept the first unit offered under this system, their refusal will not be cause to drop their name to the bottom of the list.



Implementation may include one or more of the following options:

- Skipping families on the waiting list based on income;
- Establishing preferences for working families;
- Establish preferences for families in job training programs;
- Establish preferences for families in education or training programs;
- Marketing campaign geared toward targeting income groups for specific developments;
- Additional supportive services;
- Additional amenities for all units;
- Ceiling rents;
- Flat rents for developments and unit sizes;
- Different tenant rent percentages per development;
- Different tenant rent percentages per bedroom size;
- Saturday and evening office hours;
- Security Deposit waivers;
- Revised transfer policies;
- Site-based waiting lists;
- Mass Media advertising/Public service announcements; and
- Giveaways.

B. Income Targeting

As public housing dwelling units become available for occupancy, responsible PHA employees will offer units to applicants on the waiting list. **In accordance with the Quality Housing and Work Responsibility Act of 1998, the PHA encourages occupancy of its developments by a broad range of families with incomes up to eighty percent (80%) of the median income for the jurisdiction in which the PHA operates. At a minimum, forty percent (40%) of all new admissions to public housing on an annual basis will be families with incomes at or below thirty percent (30%) (extremely low-income) of the area median income.** The offer of assistance will be made without discrimination because of race, color, religion, sex, national origin, age, disability or familial status.

The PHA may employ a system of income ranges in order to maintain a public housing resident body composed of families with a range of incomes and rent paying abilities representative of the range of incomes among low-income families in the PHA's area of operation, and will take into account the average rent that should be received to maintain financial solvency. The selection procedures are designed so that selection of new public housing residents will bring the actual distribution of rents closer to the

projected distribution of rents.

**In order to implement the income targeting program, the following policy is adopted:**

- **The PHA may select, based on date and time of application and preferences, two (2) families in the extremely low-income category and two (2) families from the lower/very low-income category alternately until the forty percent (40%) admission requirement of extremely low-income families is achieved (2 plus 2 policy).**
- **After the minimum level is reached, all selections may be made based solely on date, time and preferences. Any applicants passed over as a result of implementing this 2 plus 2 policy will retain their place on the waiting list and will be offered a unit in order of their placement on the waiting list.**
- **To the maximum extent possible, the offers will also be made to effect the PHA's policy of economic deconcentration.**
- For the initial year of implementation, a pro-rated percentage of the new admissions will be calculated from April 1, 1999 through the end of the fiscal year. Following the initial implementation period, the forty percent (40%) requirement will be calculated based on new admissions for the fiscal year.
- **The PHA reserves the option, at any time, to reduce the targeting requirement for public housing by no more than ten percent (10%), if it increases the target figure for its Section 8 program from the required level of seventy-five percent (75%) of annual new admissions to no more than eighty-five percent (85%) of its annual new admissions.**

## NOTICE

***Although we have made our best effort to comply with regulations, laws, and Federal/local policies the Nelrod Company does not offer advice on legal matters or render legal opinions. We recommend that this policy be reviewed by the Housing Authority's general council and/or attorney prior to approval by the Board of Commissioners.***

***The Nelrod Company is not responsible for any changes made to these policies by any party other than the Nelrod Company.***

# PHA Plans for Los Fresnos Housing Authority

## Table Library

### Component 7 Capital Fund Program Annual Statement Parts I, II, and II

#### Annual Statement

#### Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number TX59P20650100

FFY of Grant Approval: 10/2000

X Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	6,000
4	1410 Administration	2,000
5	1411 Audit	2,800
6	1415 Liquidated Damages	
7	1430 Fees and Costs	4,718
8	1440 Site Acquisition	
9	1450 Site Improvement	17,100
10	1460 Dwelling Structures	45,947
11	1465.1 Dwelling Equipment-Nonexpendable	2,620
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>81,185</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**Annual Statement**

**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
<b>PHAWide</b>	Management Improvements:	1408	6,000
	Update software/or as needed to comply with Y2K		
	Administrative Costs	1410	2,000
	Hire an auditor to do annual audit	1411	2,800
	Fees and Costs	1430	4,718
	<b>TOTAL</b>		<b>\$15,518</b>

## Capital Fund Program (CFP) Part II: Supporting Table

[illegible]

## Capital Fund Program (CFP) Part II: Supporting Table

[illegible]

**Annual Statement****Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
<b>TX206-004 Angie Apts.</b>	Remove old broken driveways and replace with new ones on all units.	1450	14,000
	Cut down trees and brush that is ruining foundations and roofs.	1450	1,500
	Replace four stoves	1465.1	1,800
	Replace two refrigerators	1465.1	820
	<b>TOTAL</b>		<b>\$18,120</b>



**Annual Statement****Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
<b>TX206-001</b> <b>Loma Linda</b>	3/31/02	9/30/03
<b>TX206-003</b> <b>Villa del Carmen</b>	3/31/02	9/30/03
<b>TX206-004</b> <b>Angie Apartments</b>	3/31/02	9/30/03
<b>Agency Wide</b>	3/31/02	9/30/03

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX206	PHA Wide		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Administration and Staff Training		8,000	2001
Contract Architect		4,718	2001
Sundry Cost		1,000	2001
Update Agency Plan, Consultant Fees		6,000	2002
Update Computer, printer, software		9,000	2002
Replace power tools for sewer line repairs		2,925	2002
Replace lawn equipment, 2 weed-eaters, 2 mowers and an edger		3,728	2002
Administrative training for commissioners, resident council members		7,000	2003
Update new policies with consultant		5,000	2003
Contract architect		4,718	2003
Sundry costs		1,000	2003
Administration: Staff training on new regulations, update computer		8,000	2004
Contract architect		4,718	2004
Small car for inspections and run errands		15,495	2004
Buy tractor mower for lawns		2,500	2004
Administration Check on New Regulations with Consultant		4,000	2004
<b>TOTAL</b>		<b>\$87,802</b>	

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX206-001	Loma Linda		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Air condition 8 units		17,273	2001
Re-roof 4 units		16,000	2001
Repair sidewalks to prevent accidents		9,986	2002
Repair porch lights & soffits		6,315	2003
Repair fence installed in 1964		3,239	2003
Replace 2 refrigerators		924	2003
Replace some faucets in kitchen & wash basin		2,000	2003
Replace 2 gas ranges		508	2003
Repair roofs and retile floors as needed		20,000	2004
Air condition		2,546	2004
<b>TOTAL</b>		<b>\$78,791</b>	

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX206-003	Villa del Carmen		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Rewire electricity for dryers in some units		4,000	2001
Air condition units		17,273	2001
Repair all screen doors & windows		3,300	2001
Air condition 4 units		18,546	2002
Re-roof 6 units		26,000	2002
Repair broken driveway		3,000	2002
Air condition units		32,546	2003
Check and repair sewer lines		8,282	2003
Paint fascia (labor and supplies)		5,433	2003
Landscape – plant trees around development		4,220	2003
Buy new chairs & tables for community room		3,500	2004
Replace damaged countertops, sinks & repair cabinets		10,425	2004
<b>TOTAL</b>		<b>\$136,525</b>	

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
TX206-004	Angie Apartments		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Repair carports and fences		9,621	2001
Buy picnic tables for playground		2,000	2002
Repair kitchen cabinets		3,500	2004
Landscape the back & front yards		1,848	2004
Replace stoves and refrigerators in 2 apts.		1,016	2004
Paint & repair units		3,637	2004
TOTAL		\$21,622	

## PHA Plan Goals and Objectives for the Housing Authority of the City of Los Fresnos

		Check anticipated year of completion: 0 = Ongoing Activity					
		0	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
<b>PLANNING AND ADMINISTRATION</b>							
<b><u>Knowledge of New Laws and Changes in Housing Issues</u></b> <b>■ Goal:</b> Make staff and board members knowledgeable as needed regarding the new housing requirements of the Quality Housing and Work Responsibility Act of 1998 (H.R. 4194); and (any other laws and changes) as they occur regarding housing, community, and economic development.		X					
<b>Objective:</b> <b>■ Provide Training Opportunities</b> On an ongoing basis, the Executive Director, or designee, shall identify and secure available training opportunities for staff and the board as needed.			X				
<b><u>Measurement of Objectives</u></b> The completion of this objective shall be measurable by the completion of training activities.				X			
<b><u>Planning Process for the Agency Plan(s)</u></b> <b>■ Goal:</b> To provide for the planning process involved in the development/maintenance and revision of the Agency Plan and subsequent plan submission.			X				
<b>Objective:</b> <b>■ Coordinate Planning</b> The PHA may utilize funds to coordinate the planning activities for the development of the annual plan, budgets, and conduct training, necessary surveys, meetings and reviews.			X				
<b>Objective:</b> <b>■ Monitor Plan Activities</b> The PHA will monitor plan activities on an ongoing basis and provide for plan modifications in accordance with regulatory requirements.				X			
<b><u>Evaluation of the Objectives</u></b> Evaluation of this objective shall be measurable by the review of plan monitoring activities/documents and modifications made during the plan year; and by the documentation of planning activities, meetings, and maintenance of invoices with the budgeted amount.			X				
<b><u>Up-to-Date Policies--New, Revised or Reviewed</u></b> <b>■ Goal:</b> To ensure continued policy reviews, revisions or the development of new policies for the provision of services described under the Housing Act of 1937 and the Quality				X			

Housing and Work Responsibility Act of 1998 (H.R. 4194) provide for comment by the residents and by the public and approval by the appropriate entity.							
		0	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>	5 <sup>TH</sup>
<b>Objective:</b>	<b><u>Review All Existing Policies</u></b> ■ The Executive Director or designee will ensure review of existing policies and procedures to incorporate all necessary requirements and if warranted, develop written recommendations for policy revisions to the Board of Commissioners. The PHA may contract with professionals for these services.	X					
<b>Objective:</b>	<b><u>Provide for Staff/Commissioner Training on New or Revised Policies</u></b> ■ The Executive Director or designee will ensure that training is provided to staff and commissioners on any new or revised policy, as needed.			X			
<b>Objective:</b>	<b><u>Notice to Participants</u></b> ■ The PHA may periodically give written notification to all housing participants to serve as a notice of the proposed adoption or approval of certain policies, as required, and to provide notification that a copy of the policies may be obtained at the PHA offices or requested by telephone.		X				
<b><u>Measurement of Objective</u></b> Evaluation of this objective shall be measurable by the provision of the notice to all persons identified and the provision of the written narrative of policy changes and the provision of copies of the policies. The PHA shall maintain a listing of all persons requesting and receiving copies of said policies to document the percentage of interest and receipt of the policies by participants.				X			
<b><u>Operational Provisions</u></b> ■ <b>Goal:</b> To provide for administration, management, personnel, supervision, human, economic and community resource management, fiscal management, procurement, reporting and auditing activities necessary for the efficient operation of the PHA.			X				
<b>Objective:</b>	<b><u>Assurance of Operational Requirements</u></b> ■ The PHA shall provide for staffing, training, equipment, facilities and other related items to ensure the efficient administration, management, supervision, human, economic and community resource development, procurement, fiscal management, reporting and auditing of PHA operations. The activities may be budgeted and charged as a direct program cost on a pro-rated basis or as planning and administrative cost as budgeted.		X				
<b><u>Partnerships</u></b> ■ <b>Goal:</b> To develop and expand partnerships and funding sources.					X		
<b>Objective:</b>	<b><u>Identify Resources</u></b> ■ The PHA may identify resources to obtain materials and data relative to housing, community and economic development.				X		

<b>Objective:</b> ■ <b><u>Purchase or Obtain Data and Resource Materials</u></b> The Executive Director or designee may purchase and/or obtain data and resource material necessary for the PHA to obtain its goals.		X				
<b><u>Measurement of Performance</u></b> These objectives may be measured by the identification and purchase of required resource data and material as needed.		X				
<b><u>Develop and Maintain Database</u></b> ■ <b>Goal:</b> To develop and maintain a comprehensive database consisting of demographic and housing data for the PHA jurisdiction.		X				
<b>Objective:</b> ■ <b><u>Gather and Input Data</u></b> The Executive Director or designee may appoint staff members to gather, input data, and maintain information by county, census data, community profiles, participant and applicant data .		X				
<b>Objective:</b> ■ <b><u>Update Data on an Annual Basis or as Needed</u></b> Appointed staff members may update data as needed or on an annual basis. The data may be provided to the annual housing plan committee, executive director, or housing board to assist with the development of future plans and applications for funding and evaluation.		X				
<b><u>Measurement of Objectives</u></b> Objectives will be measured by the completion of charts or other requested statistical information relative to the agency plan(s) or other data requested.		X				
<b><u>Profit/Loss Ratio</u></b> ■ <b>Goal:</b> To determine the Profit/Loss Ratio of separate activities of the PHA; to determine the feasibility of continuing services, needed program modifications, and/or identify financial needs. This information will be presented during the planning process for each annual housing plan.		X				
<b>Objective:</b> ■ <b><u>Profit/Loss Statements</u></b> The PHA , as needed, may determine the profit/loss ratio's of the programs administered by the PHA. The PHA will review the Profit/Loss statements to determine if anticipated increases in revenue or decreases in expenses are obtained.		X				
<b>Objective:</b> ■ <b><u>Feasibility Study for Continuation of Services</u></b> As needed, the PHA may obtain or provide a feasibility study for the continuation of services from each entity and/or programs presented for consideration of funding. This study will be provided to the Executive Director and/or appropriate staff persons to determine the feasibility and/or funding levels of these activities.		X				
<b><u>Measurement of Objectives</u></b> The completion of these objectives will be measured by the completion of the initial profit/loss statement by the Finance Officer and/or completion of the feasibility study.		X				



<b><u>Calendar or Reports and Evaluation</u></b>			X				
<input type="checkbox"/>	<b>Goal:</b> To maintain a calendar of reports and evaluation requirements for all funding.						
<b>Objective:</b>	<b><u>Establish Calendar and Evaluation and Requirements</u></b> <input type="checkbox"/> The Executive Director or designee will ensure that a calendar of reports and evaluations and requirements are established with responsible parties identified, results anticipated and program and reporting requirements are maintained.			X			
<b>Objective:</b>	<b><u>Reporting and Data Entry</u></b> <input type="checkbox"/> The Executive Director or designee may require staff to enter data into the calendar/chart detailing completion of activities/objectives, provide a narrative report monthly detailing activities/objectives, identify any constraints to completion, and measurement tools/methods and outcomes.			X			
<b>Objective:</b>	<b><u>Program Progress Monitoring</u></b> <input type="checkbox"/> The Executive Director or designee shall, ensure that program progress is monitored and corrective action taken, plan modifications completed and reports submitted as required.			X			
<b><u>Measurement of Objectives</u></b> The completion of these objectives shall be measurable by the timely submission of the monthly charts/calendar, narrative reports and the identification of any constraints.				X			
<b><u>Reimbursement for Plan Development Cost</u></b> <input type="checkbox"/> <b>Goal:</b> To provide for the reimbursement of administrative cost associated with the development of the Five-Year or One Year Plan(s).				X			
<b>Objective:</b>	<b><u>Cost Reimbursement</u></b> <input type="checkbox"/> The PHA will provide for the reimbursement of administrative cost and cost associated with the development of the Housing Plan(s) from the HUD allocation amount as budgeted.			X			
<b><u>Measurement Objective</u></b> Completion of this objective shall be measured by the completion of the repayment as soon as possible upon receipt of HUD funds.				X			
<b><u>Review Annual Plan and Budgets, Prepare Modifications or Revisions</u></b> <input type="checkbox"/> <b>Goal:</b> The Executive Director or designee shall review the annual plan goals, objectives, budgets and prepare needed modifications based upon these reviews and any identified constraints or delays in implementation and submit for approval by the Board of Commissioners.			X				
<b><u>Measurement of Objective</u></b> Measurable upon completion of reviews and modifications as needed.				X			
<b>FINANCIAL RESOURCES</b>							
<b><u>Management of Resources</u></b> <input type="checkbox"/> <b>Goal:</b> To ensure that resources are managed in a manner which				X			

generates a positive cash flow and provides for an accumulation of income over expenses and maintains an adequate reserve account for future housing needs for low income persons.						
<b>Objective:</b>	<b><u>Written Financial Policies and Procedures</u></b> ■ The PHA shall obtain assistance in providing written financial management and investment of funds procedures that comply with applicable regulatory requirements to be approved by the Board of Commissioners.		X			
<b><u>Measurement of Objective</u></b> This objective may be measured by the completion of evaluation of said policies and procedures and approval of policies and procedures and/or modifications by the Board of Commissioners.		X				
<b><u>Positive Cash Flow</u></b> ■ <b>Goal:</b> The Executive Director or designee will evaluate the income and expenses to ensure a positive cash flow and to insure the anticipated accumulation of reserves for investments is maintained.			X			
<b>Objective:</b>	<b><u>Maintain Reserve Funds</u></b> ■ The PHA may establish a reserve for the repair and replacement of components for housing units and provide for future funding for modernization repairs and replacements and other housing purposes as identified in future years.		X			
<b>Objective:</b>	<b><u>Continue Section 8 Program</u></b> ■ The PHA shall continue activities for the Section 8 rental assistance program operations.		X			
<b>Objective:</b>	<b><u>Investments</u></b> ■ The PHA will draw down funds as allowed for investments and/or operations and invest these funds in approved investments according to regulatory requirements, amounts allowed for this purpose and the investments policy of the PHA.		X			
<b><u>Measurement of Objectives</u></b> These objectives may be measured by the accumulation of reserves as indicated for future years and/or investments and the establishment of the reserve and the deposit of reserve funds.			X			
<b>HOUSING MANAGEMENT SERVICES</b>						
<b><u>Continue Operation and Administration of Housing Units</u></b> ■ <b>Goal:</b> To provide for the continued administration of housing units developed under the 1937 Housing Act according to policies and procedures.		X				
<b>Objective:</b>	<b><u>Provision of Operational Needs</u></b> ■ The PHA will provide staffing, equipment, insurance, training, facilities and related cost associated with the administration and operation of housing previously developed under the 1937 Housing Act.	X				

Objective: ■	<b><u>Comprehensive Intake Department/System</u></b> The PHA will establish a comprehensive intake department/system for the processing of applications and admissions of applicants into the appropriate housing program as determined by the program eligibility requirements and service priorities.	X					
Objective: ■	<b><u>Application Processing</u></b> On an ongoing basis, the PHA In-Take Department will provide for program marketing, outreach and the acceptance and processing of applications for services. A pre-application process will be utilized to determine available assistance for each applicant.	X					
Objective: ■	<b><u>Waiting List Maintenance</u></b> The PHA will provide for the development and maintenance of a waiting list of applicants in accordance with program regulations.	X					
Objective: ■	<b><u>Marketing and Training</u></b> On an ongoing basis, the PHA will provide for marketing and training in relation to program eligibility, preference requirements, regulations and policies.	X					
Objective: ■	<b><u>Data Maintenance - Current Housing Stock and Residents</u></b> The PHA will maintain data relative to housing stock and participants/occupants.	X					
Objective: ■	<b><u>Updating Applicant Data</u></b> The PHA will provide for the updating of applicant data as changes occur, and for the verification of the applicant data prior to admission.	X					
Objective: ■	<b><u>Job Comparability, Organizational Structure, Job Descriptions</u></b> The PHA will contract with a professional to perform a job comparability study and review organizational structure, write new job descriptions.	X					
Objective: ■	<b><u>Review Policies and Procedures</u></b> The PHA will contract with a professional to review policies and procedures of the entire agency.	X					
Objective: ■	<b><u>Training</u></b> The PHA will provide training for staff and commissioners.		X				
Objective: ■	<b><u>Comprehensive Plan</u></b> The PHA will seek professional assistance in preparing a Comprehensive Operations, Maintenance and Management Plan.		X				
Objective: ■	<b><u>Physical Needs Assessment</u></b> The PHA will seek professional assistance in preparing a physical needs assessment.		X				
Objective: ■	<b><u>Preparation of Work</u></b> The PHA will provide for preparation of work specifications and drawings.		X				

<b>Objective:</b> ■	<u><b>Maintain Public Housing and Homeownership Units in Standard Condition</b></u> According to regulations and policies, the PHA shall provide for the physical inspection of all housing units and shall conduct maintenance work as identified during annual inspections or otherwise identified in order to maintain all units in standard condition.	X						
<b>Objective:</b> ■	<u><b>Maintain Occupancy and Enforce Collection Procedure</b></u> The PHA will maintain occupancy and ensure the pursuit and enforcement of collections procedures at a level to achieve the status of "high performer" according to the PHMAP/PHAS system of assessment.	X						
<b>Objective:</b> ■	<u><b>Operational Requirements</b></u> The agency plan will provide for insurance, inspections, renovations and construction or repairs and other needs as determined by a physical needs assessment.	X						
<b>Objective:</b> ■	<u><b>Supportive Services for Participants</b></u> The PHA will link participants to housing and supportive services including; housing counseling, case management, consumer education, budgeting, credit counseling, maintenance, and other housing supportive services.	X						
	<u><b>Measurement of Objectives</b></u> The completion of activities and evaluation of <u>each</u> objective described will separately be measured according to the resulting outcome.	X						
<b>MODERNIZATION</b>								
<u><b>Services and Activities</b></u> ■	<b>Goal:</b> To provide staffing, facilities, equipment and other related cost for the provision of modernization services and activities as detailed below:	X						
<b>Objectives</b>	■ Purchase of construction equipment, materials and supplies.	X						
	■ Warehouse and inventory of materials, equipment and supplies.	X						
	■ Complete modernization repairs <u>as detailed within the plan</u> to provide for the rehabilitation of units.		X					
	■ Provide training concerning the Uniform Inspection System used by HUD.	X						
	■ Provide for inspections with residents to develop a list of needed items that PHA and the residents agree upon.	X						
	■ Correct development/construction deficiencies to units.	X						
	■ Provide for annual unit inspections.	X						

■	Provide for the provision of facilities, playground equipment, fences, site improvements and security items.	X					
■	Ensure inspection code compliance.	X					
■	Provide fiscal management in accordance with OMB regulations.	X					
■	Provide for all accounts receivable, payable and records management.	X					
■	Provide monthly and other required reports.	X					
■	Provide staff, program and administrative supervision.	X					
■	Provide for program policy development.	X					
■	Provide marketing of program availability and guidelines.	X					
<b><u>Measurement of Objectives</u></b> The objectives will be measured by the completion of activities as identified for units under the modernization program.		X					
<b><u>Continuation of Modernization Activities</u></b> ■ <b>Goal:</b> To continue the modernization activities as previously awarded according to existing agreements, budgets and timelines and provide additional assistance using HUD funds.		X					
<b>Objective:</b> ■	<b><u>Continue Modernization of Units</u></b> The PHA will proceed with the modernization of <i>(fill in number of units)</i> _____existing units as planned in the modernization program schedule and budget and provide <i>(fill in number of units)</i> _____ additional units with assistance under the funding allocation provided for the agency.	X					
<b>Objective:</b> ■	<b><u>Future Plans for Modernization</u></b> The PHA will continue to identify future needs for the development of future plans.	X					
<b>DEVELOPMENT - HOMEOWNERSHIP - CONSTRUCTION</b>							
<b><u>Construction of New Homeownership Units</u></b> ■ <b>Goal:</b>							
<b>Objective:</b> ■	<b><u>Proceed with Development</u></b> The PHA will proceed with the development of new units previously awarded and as planned in the development schedule and budget.	X					
<b>Objective:</b> ■	<b><u>Construction of Units</u></b> By <i>(show projected date)</i> , the PHA will have started the construction by a combination of Modified Turnkey and the force account method of <i>(show number of units)</i> affordable homeownership units. It is anticipated that the PHA will construction two, three, four and five bedroom <i>(or show size of</i>	X					

	<i>units</i> ) within the PHA jurisdiction.						
<b>Objective:</b> ■	<b><u>Purchase of New Sites</u></b> By ( <i>show projected date</i> ), the PHA will purchase ( <i>show number of sites</i> ) for the provision of homeownership.	X					
	<b><u>Measurement of Objectives</u></b> Objectives will be measured by evaluation of the activities relative to the development and construction of units as planned in the development schedule and funding within budget line items; and the purchase of additional sites.	X					
<b>HOMEOWNERSHIP-- DEVELOPMENT--ACQUISITION &amp; REHABILITATION</b>							
	<b><u>ACQUISITION - For the acquisition of homeownership units.</u></b> ■ <b>Goal:</b> To provide for the acquisition of housing units within the jurisdictional service area						X
<b>Objective:</b> ■	<b><u>Identify Units for Acquisition</u></b> On an ongoing basis, the PHA will identify existing units for acquisition that meet the program requirements and housing needs of the applicants.						X
<b>Objective:</b> ■	<b><u>Option Agreements for Purchase of Units</u></b> The PHA will enter into option agreements for the purchase of approximately ( <i>fill in number</i> ) ____ affordable housing units, if the purchase of said units is available within the existing market.						X
<b>Objective:</b> ■	<b><u>Measurement of Objectives:</u></b> Completion of this objective shall be measurable by the evaluation of the listing of units identified for possible acquisition and the maintenance of unit acquisition records, purchase and option agreement records.						X
	<b><u>Funding for Affordable Housing Activities</u></b> ■ <b>Goal:</b> To utilize HUD and/or other funding for affordable housing activities that has been determined to be consistent with the HUD purposes. Interest earned from the investments may be placed into a rehabilitation program reserve to establish funding for the program and for use in future years.						X
<b>Objective:</b> ■	<b><u>Investments of Funds</u></b> By the end of the plan year, the PHA will invest funds as budgeted for affordable housing activities as outlined in goal.						X
<b>Objective:</b> ■	<b><u>Develop Program Guidelines</u></b> By the end of the plan year, the PHA will develop program guidelines for the delivery of homeownership acquisition programs that utilize the investment funding earned/leveraged for affordable housing activities, the activity plans will be developed and incorporated into subsequent annual plans.						X
	<b><u>Measurement of Objectives</u></b> The measurement of objectives shall be measurable by the evaluation of investments made by the date indicated and the establishment of program guidelines to utilize the funding earned/leveraged for the programs.						X

REHABILITATION						
<p>■ <b>Goal:</b> <u>Maintain Viability of Existing Units*</u> To maintain the viability of existing homeownership units.</p>						X
<p><b>Objective:</b> <u>Provisions for Rehabilitation Services</u>            ■ The PHA will provide for the development of renovation write-ups, policies and procedures, descriptions and specifications, sub-contracting packets and program administration,(including supportive services, supervision, investments, financial, personnel management and reporting activities), facilities, equipment and supplies for the provision of rehabilitation services.</p>						X
<p><b>Objective:</b> <u>Rehabilitation of Units</u>            ■ By the end of the plan year, the PHA will provide for the rehabilitation of approximately <i>(fill in number)</i> ___ units at an average cost of <i>(fill in cost)</i> \$_____per unit, in accordance with its written rehabilitation criteria.</p>						X
<p><b>Objective:</b> <u>Emergency Rehabilitation of Units</u>            ■ By the end of the plan year, the PHA will provide for the emergency rehabilitation of approximately <i>(fill in number)</i> ___ units, at an average cost of <i>(fill in cost)</i> \$_____per unit, in accordance with its written emergency rehabilitation criteria.</p>						X
<p><b>Objective:</b> <u>Rehabilitation Replacement Homes</u>            ■ The PHA will provide up to (fill in number) ___ rehabilitation replacement homes at an average cost (fill in cost) of \$_____ each, according to program eligibility criteria.</p>						X
COMMUNITY SERVICES AND SELF-SUFFICIENCY						
<p><u>Centralization for Housing Related Services</u>            ■ <b>Goal:</b> To provide a centralized office for community services program intake, realty functions, acquisition of homeownership units, marketing of products and the provision of related management/insurance coverage.</p>						X
<p><b>Objective:</b> <u>Program Administration for Housing Services</u>            ■ The PHA shall provide staff, equipment, facilities, training and related cost for the provision of centralized intake, realty, acquisition, marketing and insurance services in accordance with approved policies and program budgets.</p>						X
<p><b>Examples of services described as follows:</b>  <input type="checkbox"/> Provide processing of pre-applications  <input type="checkbox"/> Provide counseling relative to program eligibility requirements, application and admissions procedures  <input type="checkbox"/> Processing of program agreements, leases, loan and grant documents  <input type="checkbox"/> Provide credit, debt and budget counseling  <input type="checkbox"/> Provide for the acquisition of properties and identification of properties on the current market for purchase by qualified applicants.  <input type="checkbox"/> Maintain property inventory records  <input type="checkbox"/> Provide for marketing of programs  <input type="checkbox"/> Provide insurance services for all programs administered by the PHA.  <input type="checkbox"/> Provide referral to alternative housing programs and related services for</p>						X

applicants						
<b>Promotion of Resident Services</b> <b>■ Goal:</b> To maintain activities and services that promote homeownership, self-sufficiency, resident organizations and community development.	X					
<b>Objective:</b> <b>Provisions for Resident/Tenant Services and Activities</b>	X					
<b>Examples are shown below:</b> <input type="checkbox"/> Provide resident training relative to homeownership and rental of units <input type="checkbox"/> Provide counseling regarding household budgeting, delinquency, tenant rights, conflict resolution, housekeeping, and regulatory and policy requirements training. <input type="checkbox"/> Conducting needs assessments <input type="checkbox"/> Provide for future resource development <input type="checkbox"/> Social service referrals <input type="checkbox"/> Home maintenance <input type="checkbox"/> Tenant and PHA responsibilities regarding program participation and management <input type="checkbox"/> Develop and establish a comprehensive housing education and training program, including the development of training materials <input type="checkbox"/> Assist with the development of affordable housing products <input type="checkbox"/> Counseling relative to fair housing laws <input type="checkbox"/> Promote resident and resident organization activities in the areas of: <i>(check those specific items planned)</i> <input type="checkbox"/> resource development <input type="checkbox"/> resident organization <input type="checkbox"/> board training <input type="checkbox"/> fund raising education <input type="checkbox"/> fire safety <input type="checkbox"/> child safety, <input type="checkbox"/> home safety <input type="checkbox"/> health <input type="checkbox"/> crime prevention <input type="checkbox"/> grant writing <input type="checkbox"/> other technical assistance as requested <i>(indicate any other)</i> _____	X					
<b>Measurement of Objectives</b> Completion of the objectives shall be measurable by evaluating records relative to the provision of counseling, training and related services.		X				
<b>Provision for Support of Resident Organizations</b> <b>■ Goal:</b> To provide for the establishment and support of resident organizations, and resident management corporations and other activities related to the provision of self-sufficiency, enhancement of the community and other services.	X					
<b>Objective:</b> <b>Assistance for Establishment and Support of Resident Organizations</b> <b>■</b> The PHA will provide staffing, training and materials to assist residents with the establishment and support of resident organizations and resident management corporations.			X			
<b>Objective:</b> <b>Assistance to Provide Self-Sufficiency Programs/Services</b> <b>■</b> The PHA will provide staffing, training, materials and related cost to provide self-sufficiency programs and services for clients.	X					
<b>Objective:</b> <b>Locations for Community Facilities</b> <b>■</b> The PHA will identify eligible locations for the construction of community buildings, parks, playgrounds and other facilities for			X			



the PHA jurisdictional area, as needed.							
<b>Objective:</b>	<b><u>Construction, Expansion, or Renovation of Community Facilities</u></b>			X			
■	The PHA will provide for the construction, expansion, and/or renovation of community facilities as provided for within the eligibility criteria and budget. Facility construction and/or renovation will be provided for projects owned by the PHA or constructed with 1937 Housing Act funds and/or those located on or near housing authority communities to provide direct services for low income persons.						
<b><u>Measurement of Objectives</u></b>			X				
Completion of these objectives shall be measured by review of staff efforts, training activities and materials provided to assist resident organizations and resident services.							
<b>SAFETY, SECURITY AND CRIME PREVENTION</b>							
<b><u>Provision for Safety and Crime Prevention</u></b>		X					
■	<b>Goal:</b> The PHA shall provide for the provision of PHA security services, the provision of crime prevention and safety services/activities of PHA properties in accordance with identified needs, budgets and in consultation with local law enforcement.						
<b>Objective:</b>	<b><u>Administrative Costs for Programs</u></b>						X
■	The PHA shall provide for staffing, training, equipment, vehicles, insurance and supplies for PHA security officers in accordance with the policies and other requirements for protective services.						
<b>Objective:</b>	<b><u>Duties of Security Officers</u></b>						X
■	On an ongoing basis, the officers shall provide for patrolling of housing areas, security services, crime prevention and safety activities according to job descriptions, policies and procedures.						
<b><u>Measurement of Objectives:</u></b>							X
Objectives shall be measured by the provision of staffing and related services/items in accordance with agreement for services and within the budgeted amounts for these activities; and by evaluation of patrol officers' records of activities and review of documentation of attendance at crime and safety activities.							
<b><u>Provide a Drug Elimination Program</u></b>							X
■	<b>Goal:</b> The PHA shall provide drug elimination programs and assistance to participants through the HUD Drug Elimination grant program.						
<b>Objective:</b>	<b><u>Mandatory Resident Training and Drug Elimination Programs</u></b>	X					
■	The PHA will continue resident training in drug elimination programs and expand youth activities.						
<b><u>Safety, Policy, Hazard Prevention</u></b>		X					
■	<b>Goal:</b> The PHA will provide for a safety policy, safety testing and hazard prevention.						

Objective: ■	<b><u>Safety Testing, Safety Policy and Prevention Activities</u></b> The PHA may, as identified, provide for a written safety policy, safety testing and prevention activities, including; the installation of smoke alarms, dead-bolt locks, lighting lead-based paint testing/abatement, speed bumps, safety training and other related cost.	X					
Objective: ■	<b><u>Measurement of Objective</u></b> Measurement of this objective shall be by the completion of safety testing, the adoption of a safety policy and activities as budgeted.	X					
<b>OTHER PROGRAMS AND SERVICES WITHIN SERVICE AREAS</b>							
<b><u>Emergency Shelter Housing and Services</u></b> ■ Goal: To provide Emergency Shelter Housing and Services							X
Objective: ■	<b><u>Assess Needs, Resources Available</u></b> The PHA will assess the needs for emergency housing and services and the resources available for providing assistance.						X
Objective: ■	<b><u>Homeless Prevention/Intervention</u></b> The PHA will provide counseling services to at-risk families and individuals either through intervention involving landlord/tenant issues and/or through the provision of services aimed at resolving other problems that could lead to homelessness.						X
Objective: ■	<b><u>Education and Referrals, Program Development and Policies</u></b> As needs are identified, the PHA may provide education and referral services and develop a range of emergency shelter programs along with related policies. These program plans/activities will be included in the agency plan.						X
<b>PLANNING AND ADMINISTRATION</b> <b>Public Housing Assessment System (PHAS)</b>							
<b>INDICATOR #1 (30 Points) PHYSICAL CONDITION</b> ■ Goal: To obtain the maximum score under PHAS Indicator #1.		X					
■ Objective:	<b>To Improve the following areas by at least 15% (or %) per year until above goal is reached.</b> ■ Site (Approx. 4.5 points) plus 1 pt. for Physical Condition and Neighborhood Environment ■ Building Exterior (Approx. 4.5 points plus 1 pt. for Physical Condition and Neighborhood Environment ■ Building Systems (Approx. 6.0 points) ■ Dwelling Units (Approx. 10.5 point ■ Common Areas (Approx. 4.5 points) plus 1 pt. for Physical Condition and Neighborhood Environment) In addition, Health and Safety deficiencies will result in reductions to the total physical inspection score which takes into account the five areas above, with their approximate relative weights/points.)	X					
<b>INDICATOR #2 (30 Points) FINANCIAL CONDITION</b>		X					

<input checked="" type="checkbox"/>	<b>Goal:</b>	To obtain the maximum score under PHAS Indicator #2.						
<input checked="" type="checkbox"/>	<b>Objective:</b>	<b>To Improve the following areas by at least 10% (or      %) per year until above goal is reached.</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Liquidity (Approx. 9.0 points)</li> <li><input checked="" type="checkbox"/> Net Asset Adequacy (Approx. 9.0 points)</li> <li><input checked="" type="checkbox"/> Days Receivable Outstanding (Approx. 4.5 points)</li> <li><input checked="" type="checkbox"/> Vacancy Loss (Approx. 4.5 points)</li> <li><input checked="" type="checkbox"/> Net Income/Loss (Approx. 1.5 points)</li> <li><input checked="" type="checkbox"/> Expense Management/Energy Conservation (Approx. 1.5 points)</li> </ul> (Points will be deducted to the extent points remain after initial scoring for the sub-indicator affected by certain flags referring to the Independent audit - See Federal Register/Vol. 63, No. 169, Rules and Regulations, dated September 1, 1998 for further details.)	X					
<b>INDICATOR #3 (30 Points) MANAGEMENT OPERATIONS</b>			X					
<input checked="" type="checkbox"/>	<b>Goal:</b>	To obtain the maximum score under PHAS Indicator #3.						
<input checked="" type="checkbox"/>	<b>Objectives:</b>	<b>To Improve the following areas by at least 10% (or      %) per year until above goal is reached.</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Vacancy Rate/Progress to Reduce (Approx. 8.0 points)               <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Vacancy Rate (Approx. 4.0 points)</li> <li><input checked="" type="checkbox"/> Unit Turnaround Time (Approx. 4.0 points.)</li> </ul> </li> <li><input checked="" type="checkbox"/> Modernization (Approx. 6 points.)               <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Unexpended Funds (Approx. 1.0 points.)</li> <li><input checked="" type="checkbox"/> Timeliness of Fund Obligation (Approx. 1.5 points)</li> <li><input checked="" type="checkbox"/> Contract Administration (Approx. 1.0 points.)</li> <li><input checked="" type="checkbox"/> Quality of the Physical Work (Approx. 2.0 points)</li> <li><input checked="" type="checkbox"/> Budget Controls (Approx. 0.5 points)</li> </ul> </li> <li><input checked="" type="checkbox"/> Rents Uncollected (Approx. 4.0 points.)</li> <li><input checked="" type="checkbox"/> Work Orders (Approx. 4.0 points)               <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Emergency Work Orders (Approx. 2.0 points)</li> <li><input checked="" type="checkbox"/> Non-Emergency Work Orders (Approx. 2.0 points)</li> </ul> </li> <li><input checked="" type="checkbox"/> Inspections of Units and Systems (Approx. 4.0 points)               <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Inspection of Units (Approx. 2.0 points)</li> <li><input checked="" type="checkbox"/> Inspections of Systems (Approx. 2.0 points)</li> </ul> </li> <li><input checked="" type="checkbox"/> Security (Approx. 4.0 points)               <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Tracking/Reporting Crime-Related Problems (Approx. 1.0 points)</li> </ul> </li> <li><input checked="" type="checkbox"/> Screening of Applicants (Approx. 1.0 points)               <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Lease Enforcement (Approx. 1.0 points)</li> <li><input checked="" type="checkbox"/> Grant Program Goals (Approx. 1.0 points)</li> </ul> </li> </ul>	X					
<b>INDICATOR #4 (10 Points)</b>			X					
<b>RESIDENT SERVICE AND SATISFACTION (10 POINTS)</b>								
<input checked="" type="checkbox"/>	<b>Goal:</b>	To obtain the maximum score under PHAS Indicator #4.						
<input type="checkbox"/>	<b>Objectives:</b>	<b>To Improve the following areas by at least 20% (or      %) per year until above goal is reached.</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Survey Results (Approx. 5.0 points)</li> </ul>						

<input type="checkbox"/> Level of Implementation/Follow-up Action Process (Approx. 5.0 points)							
<b><u>AGENCY PLAN DEVELOPMENT</u></b> <b>■ Goal:</b> To provide for the development and timely submission of Agency Plans and related reporting as required by HUD.	X						
<b>Objective:</b> <b><u>Annual Cost Allocation for Planning and Administration</u></b> <b>■</b> The PHA will utilize a portion of its annual allocation of HUD funds for the activities and related cost of developing Five Year and Annual Agency Plans to cover the cost for planning and administration, to include: cost of overall program and/or administrative management; coordination monitoring and evaluation, preparation of the Five-Year and Annual Plans, updates or revisions, preparation of required performance and financial reports and for collection of related data. Cost will also cover any overhead cost of staff and overhead directly related to carrying out the housing activities to the extent allowable at the discretion of the recipient.	X						
<b><u>Data Collection for Plan Backup Documentation</u></b> <b>■ Objective:</b> To provide for the continuation of data collection, maintenance of demographic data, census data, waiting list data, feasibility studies, meetings, creation of a comprehensive system inventory, occupancy data for the development of future plans of the PHA.	X						
<b>Objective:</b> <b><u>Professional Contractual Assistance</u></b> <b>■</b> The PHA shall provide for contractual professional assistance in the creation of the Agency Plans as required and staffing, equipment, facilities and related costs for the collection and maintenance of data as needed/required for the development of future plans.	X						
<b><u>Adequate Staffing, Training, Equipment, Facilities</u></b> <b>■ Goal:</b> To provide adequate staffing, training, equipment, facilities and other related items to ensure the efficient management, supervision, human resource development, procurement and fiscal management of PHA operations.	X						
<b>Objective:</b> <b><u>Development of Annual Plan and Budgets</u></b> <b>■</b> On an annual basis, the PHA will identify needs, develop plans and budgets to ensure that adequate staffing, training, equipment, facilities and other identified cost/items are adequate for the efficient management, supervision, human resource development, procurement and fiscal management of PHA operations.	X						
<b>FINANCIAL RESOURCES</b>							
<b><u>Financial Management of Resources</u></b> <b>■ Goal:</b> To ensure that financial resources are managed in a manner, which generates a positive cash flow, provides for an accumulation of income over expenses, provides resources for leveraging and maintains an adequate reserve account.	X						
<b>Objective:</b> <b><u>Written Financial Policies</u></b> <b>■</b> The PHA will provide for written policies regarding financial management and investment of funds that comply with the applicable regulatory requirements to be approved by the Board of	X						

Commissioners.						
<b>Objective:</b> <u><b>Maximum Utilization of Program Income</b></u> ■ The PHA will utilize income generated from the funding of program activities towards the establishment of perpetual services/programs and/or may be budgeted within other housing activities as allowed.	X					
<u><b>Maximum Utilization of Capital and Operating Funds</b></u> ■ <b>Goal:</b> To utilize Operating and Capital Funds to the maximum extent possible to provide optimum service on behalf of the residents of low income housing, and to properly maintain PHA property, equipment and all other assets in order to provide decent, safe and sanitary housing.	X					
<b>Objective:</b> <u><b>Funding for Overall Operation</b></u> ■ The PHA will utilize funding under operating and capital funding in compliance with regulatory requirements and will provide for administrative, management, maintenance and modernization repairs and replacements and other approved programs as needed in future.	X					
<b>HOUSING OPERATIONS, MANAGEMENT AND MAINTENANCE PLAN</b>						
<u><b>Management Operational Services</b></u> ■ <b>Goal:</b> To provide for management services for affordable public housing; including preparation of work specifications, loan processing, inspections, maintenance, resident selection, management of tenant-based rental assistance and management of affordable public housing developments and special community service programs such as self-sufficiency and homeownership, and, to ensure periodic review and revision of the policies, based upon regulatory changes, or actions of Congress, HUD and/or the Board of Commissioners.	X					
<b>Objective:</b> <u><b>Job Comparability Study</b></u> ■ The PHA plans to contract with a professional to perform a job comparability study to determine the salary ranges that are needed to obtain and/or maintain qualified employees.	X					
<b>Objective:</b> <u><b>Comply with Income-Mixing and Deconcentration Requirements</b></u> ■ The PHA plans to contract with a professional to develop an income-mixing and deconcentration policy for approval by the Board of Commissioners	X					
<b>Objective:</b> <u><b>Analyze need for Side-Based Waiting List and Establish A Site-Based Waiting List</b></u> ■ The PHA plans to contract with a professional to analyze the need for a site-based waiting list and establish a site-based waiting list system that complies with the requirements of the QHWRA	X					
<b>Objective:</b> <u><b>Establish Flat Rents</b></u> ■ The PHA plans to contract with a professional to comply with QHWRA requirements to perform a rent reasonableness market analysis and establish flat rents.	X					
<u><b>Basic Requirement to Maintain Housing Units</b></u>	X					

<b>Goal:</b> To maintain the housing stock of the PHA in a safe, sanitary, and decent condition and as required by law.						
<b>Objective:</b> <u>Provisions for Maintenance</u> The annual housing plan will include provisions for the inspection, insurance and maintenance of the existing housing stock. Maintenance repairs will be made by utilizing the Operating and/or Capital funds and/or by ensuring compliance by residents with the requirements to maintain their homes and property.	X					
<b>Strengthening Administrative Capabilities</b> <b>Goal:</b> To provide for the continued administration and strengthening of the administrative capabilities of the PHA, including staff and board of commissioners.	X					
<b>MODERNIZATION</b>						
<u>Administration of Housing Programs</u> <b>Goal:</b> To provide for the administration and management, processing of loans, grants, leases, purchases, mortgage processing, admissions and occupancy, of affordable housing projects/activities.	X					
<b>Objective:</b> <u>Provision of Housing Services</u> The PHA shall provide staffing, materials, equipment and facilities for the provision of housing services.	X					
<b>Objective:</b> <u>Modernization - Repairs and Service</u> To provide for the provision of modernization renovations and/or repairs and services as detailed in the annual plan and budget.	X					
<b>Objective:</b> <u>Annual Review of Funding Needs</u> To review annually the capital fund (modernization) needs of existing units and develop narrative descriptions of the modernization activities and budget needs/justification to be included in the PHA Annual Plan and Budget.	X					
<b>Objective:</b> <u>Contract for Professional to Perform Conversion Assessment</u> The PHA plans to contract for services to perform a conversion assessment/update on all/a portion of the developments.	X					
<b>Objective:</b> <u>Annual Identification of Plan Priorities</u> To review and utilize annual unit inspections, work order reports, and public comments to assist with the development of an agency plan and identification of plan priorities.	X					
<b>OPERATING (1937 HOUSING ACT)</b>						
<u>Continued Operation Under Regulatory Requirements</u> <b>Goal:</b> To provide for the continued administration and operation of housing units developed under the 1937 Housing Act, according to regulatory requirements, approved policies and procedures governing the units and/or programs.	X					
<b>Objective:</b> <u>Administration</u> To provide for the continued administration of occupied housing units developed under the 1937 Housing Act, according to approved policies and procedures.	X					

<b>Objective:</b> <u><b>Data Maintenance</b></u> ■ To maintain data relative to the existing housing stock and participants/occupants.	X					
<b>Objective:</b> <u><b>Provision of Program Counseling Services</b></u> ■ To provide comprehensive counseling services and activities relative to programs administered by the PHA.	X					
<b>Objective:</b> <u><b>Provision for Referrals and Supportive Services</b></u> ■ To link participants to housing and supportive services. Some strategies may include: developing projects to examine the needs and benefits of supportive services in multi-family and single family housing communities, providing housing counseling and case management, provide consumer education that will teach low-income persons to create a family budget, manage credit, care for a household, provide proper care for their children, to examine problems and develop solutions for the delivery of housing and supportive services.	X					
<b>SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP)</b>						
<b>INDICATOR #1 (15 Points) SECTION FROM THE WAITING LIST</b>						
<b>To obtain the maximum score under SEMAP Indicator #1:</b> ■ <b>Goal:</b> Have a written admissions policies in the Administrative Plan and demonstrate that 98% of the applicants/admissions were selected from the waiting list in accordance with the policies.	X					
<b>Objective:</b> ■ Adopt a Written Administrative Plan including Waiting List Selection criteria.	X					
<b>Objective:</b> ■ Increase annual score by 3% (or <u>10</u> %) each year until goal is reached.	X					
<b>INDICATOR #3 (20 Points) DETERMINATION OF ADJUSTED INCOME</b>						
<b>To obtain the maximum score under SEMAP Indicator #3:</b> ■ <b>Goal:</b> In at least 90% of sample files, the PHA obtains and uses third party verifications of reported income (or file documents why it was not obtained); the PHA applies the correct deductions; and uses the appropriate utility allowances for the leased unit.	X					
<b>Objective:</b> ■ Review and revise verification system as needed.	X					
<b>Objective:</b> ■ Review and revise calculation documentation system as needed.	X					
<b>Objective:</b> ■ Increase annual score by 3% (or <u>10</u> %) each year until goal is reached.	X					
<b>INDICATOR #4 (5 Points) UTILITY ALLOWANCE SCHEDULE</b>						
<b>To obtain the maximum score under SEMAP Indicator #4:</b> ■ <b>Goal:</b> The PHA has reviewed utility rate date within twelve months and adjusted schedule if there has been a change of 10% or more in a utility rate since the last schedule was revised.	X					
<b>Objective:</b> ■ Develop system to document annual utility allowance reviews.	X					

<b>Objective:</b> ■ Develop system to perform the annual review.	X					
<b>INDICATOR #5 (5 Points) H.Q.S. QUALITY CONTROL INSPECTION</b>						
<b>To obtain the maximum score under SEMAP Indicator #5:</b> ■ <b>Goal:</b> Five percent (5%) of approved unit inspections are reinspected for quality control.	X					
<b>Objective:</b> ■ Establish system to select units from recent HQS inspections representing a cross section of neighborhoods and inspectors.	X					
<b>Objective:</b> ■ Set procedures to track and document.	X					
<b>Objective:</b> ■ Increase annual score by 3% (or <u>5</u> %) each year until goal is reached.	X					
<b>INDICATOR #6 (10 Points) HOUSING QUALITY STANDARD ENFORCEMENT</b>						
<b>To obtain the maximum score under SEMAP Indicator #6:</b> ■ <b>Goal:</b> The PHA takes appropriate action; correction of life-threatening deficiencies within 24 hours and in at least 98% of sample files, all HQS deficiencies are corrected within 30 days (or within PHA extension period). If family is determined to have caused certain defects, the PHA takes prompt action to enforce family obligations.	X					
<b>Objective:</b> ■ Develop and implement procedures to meet the above goal.	X					
<b>INDICATOR #7 (5 Points) EXPANDING HOUSING OPPORTUNITIES</b>						
<b>To obtain the maximum score under SEMAP Indicator #7:</b> ■ <b>Goal:</b> The PHA will adopt and implement a written policy and take action to encourage participation by owners outside poverty areas; provide maps of jurisdiction and neighboring jurisdictions; provide a list of owners willing to rent to Section 8 or organization to help families find units outside poverty areas; explains portability in briefings and provides contacts; analyzes families' difficulties finding units and seeks HUD approval for area exception rent if applicable.	X					
<b>Objective:</b> ■ The PHA will develop a Housing Mobility Plan which will address efforts to assist families to move from neighborhoods where most people's income is very low, crime is rampant, jobs are scarce and schools struggle with inadequate resources; to move to neighborhoods where they can feel safe, jobs are plentiful and schools are more effective.	X					
<b>INDICATOR #8 (5 Points) FAIR MARKET RENT</b>						
<b>To obtain the maximum point possible under Indicator #8:</b> ■ <b>Goal:</b> Excluding the over-FMR tenancies, the PHA will make certain at least 98% of initial certificate gross rents are at or below FMR/exceptions rent and voucher payment standard is not greater than FMR/exception rent and is not less than 80% of FMR/exception rent limit (unless approved by HUD).	X					
<b>Objective:</b> ■ Develop procedures to ensure that gross rents are within the FMR.	X					
<b>INDICATOR #9 (10 Points) ANNUAL RE-EXAMINATIONS</b>						



<b><u>To obtain the maximum points possible under Indicator #9:</u></b> ■ <b>Goal:</b> Less than 5% of re-exams are conducted late.	X					
<b>Objective:</b> ■ Develop and implement procedures to ensure timely annual re-exams.	X					
<b>Objective:</b> ■ Establish systems to monitor and document annual re-exams.	X					
<b>Objective:</b> ■ Verify proper MTCS reporting.	X					
<b>Objective:</b> ■ Increase annual score by 3% (or <u>10</u> %) each year until goal is reached.	X					
<b>INDICATOR #10 (5 Points) CORRECT TENANT RENT CALCULATIONS</b>						
<b><u>To obtain the maximum points possible under Indicator #10:</u></b> ■ <b>Goal:</b> Two percent (2%) or fewer rent calculation errors.	X					
<b>Objective:</b> ■ Review and revise procedures as needed.	X					
<b>Objective:</b> ■ Establish documentation and monitoring procedures.	X					
<b>Objective:</b> ■ Verify accurate MTCS reporting.	X					
<b>INDICATOR #11 (5 Points) PRE-CONTRACT INSPECTION</b>						
<b><u>To obtain the maximum points possible under Indicator #11:</u></b> ■ <b>Goal:</b> Two percent (2%) or more units passed inspection before HAP contract effective date.	X					
<b>Objective:</b> ■ Develop a system to monitor and document.	X					
<b>Objective:</b> ■ Increase annual score by 3% (or <u>5</u> %) each year until goal is reached.	X					
<b>Objective:</b> ■ Verify MTCS data.	X					
<b>INDICATOR #12 (10 Points) ANNUAL H.Q.S. INSPECTIONS</b>						
<b><u>To obtain the maximum points possible under Indicator #12:</u></b> ■ <b>Goal:</b> Fewer than five percent (5%) of HQS annual inspections are not made within a 12 months period.	X					
<b>Objective:</b> ■ Establish procedures to conduct on-time HQS inspections on all units under lease at least every twelve (12) months.	X					
<b>Objective:</b> ■ A method of tracking will be developed to log inspections, monitor completions, status of inspections and monitor inspections to see if they coincide with annual re-examinations.	X					
<b>Objective:</b> ■ Increase annual score by 3% (or <u>10</u> %) each year until goal is reached.	X					
<b>Objective:</b> ■ Verify MTCS data.	X					
<b>INDICATOR #13 (20 Points) LEASE-UP</b>						
<b><u>To obtain the maximum points possible under Indicator #13:</u></b>	X					

<b>■ Goal:</b> 98% or more of budgeted units are leased.							
<b>Objective:</b>	■ Enter into HAP contracts for the number of unit months under budget.	<b>X</b>					
<b>Objective:</b>	■ Develop a method to monitor the turnover of leases and tracking as required under the program.	<b>X</b>					
<b>Objective:</b>	■ Establish a method to review progress and calculate the rating each month based an average unit months leased.	<b>X</b>					
<b>Objective:</b>	■ Increase annual score by 3% (or _____%) each year until goal is reached.	<b>X</b>					
<b>Objective:</b>	■ Verify MTCS data.	<b>X</b>					

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## Housing Authority of the City of Los Fresnos

### Substantial Deviation - Significant Amendment or Modification

Until final issuance of HUD Guidelines, the following statement is pursuant to 24 CFR, Part 903, Public Housing Agency Plans, Final Notice, Section 903.7, (r) Additional information to be provided. The criteria for “a substantial deviation from the 5-Year Plan” and “a significant amendment or modification to the 5 Year Plan and Annual Plan” includes but is not limited to the following:

- Any change to the Mission Statement;
- 50% deletion from or addition to the goals and objectives as a whole;
- 50% or more decrease in the quantifiable measurement of any individual goal or objective;
- 50% variance in the funds projected in the Capital Fund Program Annual Statement or 5-Year Action Plan;
- Any increase or decrease over 50% in the funds projected in the Financial Resource Statement and/or the Capital Fund Program Annual Statement;
- Any change in a policy or procedure that requires a regulatory 30-day posting;
- Any submission to HUD that requires a separate notification to residents, such as Hope VI, Public Housing Conversion, Demolition/Disposition, Designated Housing or Homeownership programs; and
- Any change inconsistent with the local, approved Consolidated Plan.